

## **HOW TO DO BUSINESS WITH SFRTA**

- ✚ Go to [www.sfrta.fl.gov](http://www.sfrta.fl.gov)
- ✚ Click on the Procurement Link
- ✚ Click on New Vendor Registration
- ✚ Please complete the registration form. After completing this form, you will have the opportunity to add specific supplies and services your firm offers.
- ✚ Click the next step button
- ✚ Double check your information and click register – this will allow you to VIEW ONLY bidding opportunities through this website.
- ✚ If you are interested in becoming a registered vendor with the SFRTA, please click on the NEW Vendor Link. Completing this registration will allow you to receive email notifications on bid opportunities and the option to SUBMIT a bid through this website. Click on “create new vendor account”.
- ✚ If you have previously done business with the SFRTA, please click on the EXISTING vendor link (you will need your current SFRTA vendor number).
- ✚ Click on your vendor name and then click on the Edit link in the upper left hand corner. Complete the information on this form. If you are currently certified as a DBE (DBE 49 CFR PART 26) with the State of Florida Unified Certification Program, please be sure to check to select “Y” from the drop down menu located on the right side of this form. Then click on “commodity codes” on the menu bar and “click here to begin”. Add the commodity code(s) that apply to your firm and “click here” to review and save your changes. After you are satisfied with your selections be sure to click “save changes” located in the green menu bar. You are now registered to do business with the SFRTA. You now have the option to further explore this site or logout.